

## Cognos Planning 7.3 - Contributor Application Administration

**Cognos Planning 7.3 - Contributor Application Administration** is an instructor-led course designed for Contributor administrators. It will teach users how to build, deploy, and administer Contributor applications into which potentially thousands of contributors can enter data over the Web. In particular, the course will cover developing the Contributor application (based on a Cognos Planning - Analyst model), creating the Contributor Web site, managing security, and performing administrative tasks, such as importing data. This course also contains a case study that helps participants further develop their skills as they create and administer a Contributor application.

### Introduction to Cognos Planning - Contributor

- ◊ review Corporate Performance Management (CPM)
- ◊ review the components of Cognos Enterprise Planning
- ◊ identify the objects in a Cognos Planning - Contributor application
- ◊ identify the basic tasks required to create a Contributor application and deploy it online

### Build an Application

- ◊ examine best practices for building the underlying Cognos Planning - Analyst model
- ◊ configure the Contributor Administration Console
- ◊ create a Cognos Planning - Contributor application using the Application wizard
- ◊ specify navigation, orientation, and application settings
- ◊ import the e.List, user classes, and rights
- ◊ run Go to Production
- ◊ set up and navigate the Contributor Web site

### Manage Workflow and Web Site Activities

- ◊ examine the user roles and workflow states
- ◊ create annotations
- ◊ bounce users from the application
- ◊ work offline

### Apply Security

- ◊ secure activities and objects
  - ◊ plan Access Manager user classes
  - ◊ secure the Planning administration domain
  - ◊ grant permissions to application administrators
- ◊ secure applications and data
  - ◊ manage e.List files
  - ◊ manage user classes
  - ◊ manage rights files
  - ◊ create saved selections
  - ◊ create, import, and export access tables

### Administer Applications

- ◊ review what happens during Go to Production
- ◊ set advanced options for subsequent Go to Production processes
- ◊ back up the datastore and view datastore names
- ◊ examine job management and the types of jobs that can be performed
- ◊ create help text for end users

### Manage Data

- ◊ synchronize the Cognos Planning - Contributor application with Cognos Planning - Analyst
- ◊ import data into the Contributor application
  - ◊ as planners/reviewers
  - ◊ as administrators
- ◊ publish Contributor data

### Use Contributor Extensions

- ◊ examine Contributor extensions
- ◊ understand how to report from your Contributor data using extensions
- ◊ configure Contributor extensions
- ◊ use client extensions
- ◊ use administration extensions



## Case Study

- ◊ use an Analyst model and Access Manager security to create a Contributor application
- ◊ ensure planners and reviewers have the required access to the appropriate data
- ◊ test and demonstrate the Website
- ◊ modify the application to accommodate the addition of new locations
- ◊ bring test data into the application in an administrator role and an end user role
- ◊ publish data for reporting and automate this task

## Automate a Cognos Planning – Contributor Application (optional)

- ◊ automate common administration tasks
- ◊ use the Automation Script Editor
- ◊ manually modify XML template scripts

## Use the Add-In for Excel (optional)

- ◊ examine the Cognos Planning - Contributor Add-in for Excel
- ◊ enter, save, and submit Contributor data using the Excel Add-in
- ◊ modify the display of Contributor data in Excel
- ◊ annotate data in Excel
- ◊ access client extensions from Excel

## Translate a Cognos Planning – Contributor Application (optional)

- ◊ examine the Cognos Planning - Contributor Add-in for Excel
- ◊ enter, save, and submit Contributor data using the Excel Add-in
- ◊ modify the display of Contributor data in Excel
- ◊ annotate data in Excel
- ◊ access client extensions from Excel

## Move Data Between Analyst and Contributor (optional)

- ◊ export data from Analyst for use in Contributor
- ◊ integrate Contributor with Analyst
- ◊ move data from Analyst to Contributor using a D-Link
- ◊ move data from Contributor to Analyst using a D-Link
- ◊ compare D-Links to importing data in the Administration console

## User Classes in Access Manager (optional)

- ◊ shows the contents of all user classes in the Contributor\_classroom namespace

## Checklist for Creating a Contributor Application (optional)

- ◊ lists all tasks you must perform to create a Contributor application and make it available on the Web

## Intended Audience

This course is recommended for Cognos Planning Application Administrators, Business Subject Matter Experts, Technical Administrators, and Model Designers who will be using Contributor to create and administer Web-based plans for data input by many users.

## Prerequisites

Participants should have:

- ◊ completed the Cognos Planning 7.3 - Analyst Model Building course
- ◊ knowledge of Microsoft Excel
- ◊ knowledge of their business' data and structure

